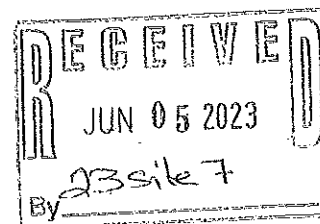


Site Plan Review Checklist

Site plans are required for all commercial and industrial uses and residential special permits. Site plans shall comply with Section 17 of the Zoning Regulations and shall be drawn at a scale of 1"=40' or at a scale approved by the Planning Director. (Maximum size 24" x 36")

- ☒ A written statement describing the proposed use or uses in sufficient detail will be submitted with each site plan to determine compliance with the permitted uses or special permits in the applicable district.
- ☒ A location map at a scale of one inch (1") equals 1,000 feet shall be submitted showing the subject property, streets, lot lines, and zoning district boundaries within 1,000 feet of the subject property. If space permits, the location map may be included as an insert on the site plan as required in section 17.4. An 8-½ x 11 inch photocopy of a USGS quad map with the project outlined must accompany the site plan.
- ☒ The name and address of the applicant and owner of record.
- ☒ North arrow, scale, date of the drawing or its revision and the name(s) and seal(s) of those persons preparing the site plan.
- ☒ Property boundaries, dimensions, and area in acres and square feet and all existing monuments, pipe markers and other physical evidence concerning property boundaries.
- ☒ Zoning districts and dimensions of all yards as required by these regulations. This information will be shown in both mapped and tabular form.
- ☒ Existing and proposed contour lines at 5 ft. intervals. The Town Planner may require a 2 ft. Contour interval in order to clearly show topography and drainage.
- N/A ☐ Location, width, and purpose of all existing and proposed easements and rights-of-way on the property.
- ☒ Location of all existing watercourses, wetlands, public water supply watershed boundaries, bedrock outcrops, and where appropriate, the mean high water line, flood hazard areas, and channel encroachment lines.
- ☒ Location and size in square feet of all existing and proposed structures including underground storage tanks and uses on the property and the approximate locations and size of all existing structures on the abutting properties which are within 100 feet of the property lot lines.
- ☒ Location of all storage areas for materials, supplies, products, vehicles and equipment that will not be kept inside a structure as required by the zoning regulations.
- ☒ Location, size, and arrangement of all parking and loading areas including existing and proposed driveway entrances and exits. The Town Planner may require the applicant to submit a traffic evaluation report or pedestrian report prepared by an engineer, licensed in the State of Connecticut, if the proposed development has the potential to impact traffic flow or significantly impact peak traffic counts.
- ☒ Location, size, and arrangement of all pedestrian walkways and sidewalks.
- N/A ☐ Location, layout, type, and size of buffer or landscape area, plant materials, fencing, screening devices, or other materials proposed for use.



- ☒ Location, size, height, lighting, and orientation of all signs.
- ☒ Location, size, height, and orientation of all outdoor lighting facilities.
- ☒ The stormwater drainage system, including the location and elevations of all existing and proposed street drainage facilities within 100 feet of the property. The Town Planner or Town Engineer may require additional information and/or details regarding off-site drainage features affected by, or impacting upon the proposed development. Stormwater management systems shall be designed in accordance with the 2004 Connecticut Stormwater Quality Manual as may be amended from time to time.
- ☒ Location, size, and type of all water and fire protection facilities.
- ☒ Location, size, and type of all sewerage disposal facilities.
- ☒ ^{shown} Building elevations or preliminary architectural drawings showing the general type of building proposed for construction.
- ☒ In cases where the applicant intends to develop in stages, an overall site and staging plan shall be required.
- ☐ The Commission may require the applicant to submit an environmental evaluation report for a proposed development located in an environmentally sensitive area. Evaluation reports by independent professionals and other experts such as hydrologists, geologists and soil scientists may be required at the expense of the applicant.
- ☒ All signature and waiver blocks must be located in the lower right corner.
- ☐ Certificate of Public Convenience and Necessity in accordance with Section 4.10.8 of the Zoning Regulations.
- ☒ Sanitary Waste Disposal Plan. For any site which is to be served, and is capable of being served, by an operational public sanitary sewer line prior to occupancy, the site plan shall depict the sewer lateral and other engineering information suitable to determine that connection to an operational sanitary sewer line is feasible. In addition, the applicant shall provide evidence from the Montville Water Pollution Control Authority that it is capable of providing sanitary sewer service to the subject site. If the applicant proposes to utilize a community sewerage system, as defined in C.G.S. Section 7-245 as may be amended from time to time, a report from the Montville Water Pollution Control Authority indicating that all requirements of C.G.S. Section 7-246 as may be amended from time to time have been satisfied shall be provided.
- ☒ An Erosion and Sediment Control Plan designed in accordance with Section 15.1 of the Zoning Regulations.
- ☐ **Special Requirements for Uses in Public Drinking Water Supply Watersheds** The following special requirements shall apply to all Special Permit uses located within the Lake Konomoc and Stony Brook Reservoir watershed:
 1. All septic systems shall be designed by a Sanitary Engineer registered in the State of Connecticut, and shall include a renovation analysis demonstrating compliance with current standards adopted by the DEEP.
 2. No stormwater discharge from parking areas, roadways, rooftops or areas covered with similar impervious surfaces shall be deposited directly into any wetland or watercourse, nor discharged directly into the ground. Suitable surface and/or subsurface measures shall be taken to detain, filter, renovate and otherwise improve the quality of any such waters before discharge to surface or subsurface waters on or off the site. Existing wetlands may be employed for final treatment of stormwaters to the extent of their capacity to do so, but only after initial treatment by new wetlands or structural filtration methods.



Digital data for Special Permits and Resubdivisions/Subdivisions shall be provided to the Planning Office after the recording of the final mylars on the land records. For Site Plans, the data shall be provided to the office after all signatures have been obtained by the appropriate authorities and prior to the issuance of a Zoning Permit.

- The Digital Data shall include:
 - a. One (1) PDF copy of the project
 - b. Copy of the project in ArcView (GIS) format or AutoCAD
 - Shapefile (.shp)
 - Geodatabase (.mdb)
 - Export file (.c00)
 - AutoCAD.dwg
- Having all features in a single AutoCAD layer or GIS file will not be accepted. For example, there must be separate layers/files for text, buildings, roads, wetlands, etc
- All data represented in a digitally submitted AutoCAD or GIS drawing must be registered to the CT State Plane Coordinate System Using NAD 1983 datum.
- Data can be submitted to the Planning Office via a flash-drive or CD.

DETERMINATION OF APPLICABILITY

The Commission may determine that one (1) or more of the site plan ingredient requirements of Section 17.4 is not necessary or required to reach a decision on the application. A determination of applicability of the applicable section(s) must be requested in writing by the applicant.

Please refer to the Zoning Regulations to insure that you meet all requirements for setbacks, parking, signs, etc.

EROSION & SEDIMENT CONTROL CHECKLIST

Monitoring and Maintenance: The E&S plan and any revisions, shall identify an agent or agents who have the responsibility and authority for the implementation, operation, monitoring and maintenance of E&S measures. Such agent(s) shall be familiar with each control measure used including its limitations, installation, inspection and maintenance. When control measures fail, or are found to be otherwise ineffective, such agent(s) shall coordinate plan revisions with a professional experienced in erosion and sediment control and any approving agency when that agency's approval is required. Such agent(s) shall have the additional responsibility for ensuring all erosion and sediment controls are properly installed and maintained the construction site before predicted major storms. A major storm is defined as a storm predicted by the National Office of Atmospheric Administration (NOAA) Weather Service with warnings of flooding, severe thunderstorms or similarly severe weather conditions or effects.

Each measure has inspection requirements included in the measure's section entitled "Maintenance". Many of the measures require inspections at least once a week and within 24 hours of the end of a storm with a rainfall amount of 0.5 inch or greater; some others require daily inspection. Only the permanent measures have less frequent inspections. More frequent inspections than those identified in the measure may be necessary for sites that are heavily traveled and before major storms.

NARRATIVE

- ☒ Purpose and description of project.
- ☒ Estimates of the total area of the project site and the total area of the site that is expected to be disturbed by construction activities.
- ☒ Identification of site-specific erosion or sediment control concerns and issues.
- ☒ The phases of development if more than one phase is planned.
- ☒ The planned start and completion dates for each phase of the project.
- ☒ *Either provide or identify where in the E&S plan the following information is found:*
 - ☒ The design criteria, construction details and maintenance program for the erosion and sediment control measures to be used.
 - ☒ The sequence of major operations within each phase, such as installation of erosion control measures, clearing, grubbing, excavation, grading, drainage and utility installation, temporary stabilization, road base, paving for roadways and parking areas, building construction, permanent stabilization, removal of temporary erosion control measures.
 - ☐ The time (in days) required for the major operations identified in the sequence.
- ☒ Identify other possible local, state and federal permits required.
- ☒ Identify the conservation practices to be used.
- ☒ A listing of all other documents to be considered part of the E&S plan (e.g. reports of hydraulic and hydrologic computations, boring logs, test pit logs, soils reports, etc.).

SUPPORT DOCUMENTS

☒ *Hydraulic Calculations:*

- ☐ Size and locations of existing and planned channels or waterways with design calculations and construction details.
- ☒ Existing peak flows with calculations.
- ☒ Planned peak flows with calculations.
- ☒ Changes in peak flows.
- ☐ Off-site effects of increased peak flows or volumes.
- ☒ Design calculations and construction details for engineered measures used to control off-site erosion caused by the project.
- ☒ Design calculations and construction details for engineered measures used to control erosion below culverts and storm sewer outlets.
- ☒ Design calculations and construction details for engineered measures used to control groundwater, i.e. seeps, high water table, etc.

- ☒ *Boring logs, test pits logs, soils reports, etc.*

SITE DRAWING(S) CHECKLIST

☒ *Jurisdictional features Required on All Maps or Drawings:*

- ☒ North Arrow.
- ☒ Scale (including graphical scale).
- ☒ A title block containing the name of the project, the author of the map or drawing, the owner of record for the project, date of drawing creation and any revision dates.
- ☒ Property lines.
- ☒ For plans containing E&S measures which require an engineered design, the signature and seal of a professional engineer licensed to practice in Connecticut.

☒ *Site Locus Map:*

- ☐ Scale (1:24,000 recommended).
- ☐ Project location (show property boundaries and at least the area that is within 1000 feet of the property boundaries).
- ☐ Roads, streets/buildings.
- ☐ Major drainage ways (at least named watercourses).
- ☐ Identification of any public drinking water supply watershed area.

☒ *Topography, Natural Features and Regulatory Boundaries:*

- ☐ Existing contours (2 foot intervals).
- ☐ Planned grades and elevations.
- ☐ Seeps, springs.
- ☐ Limits of cuts and/or fills.
- ☐ Soils, bedrock.

- ☒ Inland wetlands boundaries.
- ☒ FEMA identified floodplains, floodways and State established stream channel encroachment lines.
- ☒ Streams, lakes, ponds, drainage ways, dams.
- ☒ Existing vegetation.
- ☐ Tidal wetland boundaries and coastal resource limits (e.g. mean high water, shellfish beds, submerged aquatic vegetation, CAM boundary).
- ☐ Public water supply watershed, wellheads or aquifer boundaries (when available).

☒ *Drainage Patterns*

- ☒ Existing and planned drainage patterns (including offsite areas).
- ☒ Size of drainage areas.
- ☒ Size and location of culverts and storm sewers (existing and planned).
- ☒ Size and location of existing and planned channels or waterways.
- ☒ Major land uses of surrounding areas.

☒ *Road and Utility Systems*

- ☒ Planned and existing roads and buildings with their location and elevations.
- ☒ Access roads: temporary and permanent.
- ☒ Location of existing and planned septic systems.
- ☒ Location and size of existing and planned sanitary sewers.
- ☒ Location of other existing and planned utilities, telephones, electric, gas, drinking water wells, etc.

☒ *Clearing, Grading, Vegetation Stabilization*

- ☒ Areas to be cleared, and sequence of clearing.
- ☒ Disposal of cleared material (off-site and on-site).
- ☒ Areas to be excavated or graded, and sequence of grading or excavation.
- ☒ Areas and acreage to be vegetatively stabilized (temporary and/or permanent).
- ☒ Planned vegetation with details of plants, seed, mulch, fertilizer, planting dates, etc.

☒ *Erosion & Sediment Control Drawing*

- ☒ Location of E&S measure on site plan drawing with appropriate symbol.
- ☒ Construction drawings and specifications for measures.
- ☒ Maintenance requirements of measures during construction of project.
- ☒ Person responsible for maintenance during construction of project.
- ☒ Maintenance requirements of permanent measures after project completion.
- ☒ Organization or person responsible for maintenance of permanent measures having the authority to maintain and upgrade control measures as designed or as needed to control erosion and sedimentation.
- ☒ Handling of emergency situations (e.g. severe flooding, rains or other environmental problems).
- ☒ If not provided in the narrative, the information listed in checklist for **NARRATIVE**.